

Employment Opportunities – Bulletin Supplement Instructions and Information

Miami-Dade County is an exciting place to work, with great benefits and a stimulating work environment. Our 28,000 employees will tell you that Miami-Dade has a variety of jobs in different fields and is the second largest public employer in the county. All aspects of the employment process are coordinated by the Employee Relations Department, which posts new Employment Opportunities every Friday. Before checking our current employment opportunities, you are encouraged to read our application instructions and resume format tips.

Miami-Dade County provides a comprehensive fringe benefits package which includes medical, dental and life insurance, along with a pension plan, paid vacation, paid sick leave and 13 paid holidays a year.

Miami-Dade County is an equal opportunity employer for minorities and women, maintains an alcohol and drug-free workplace, and does not discriminate on the basis of disability. Hiring decisions are contingent upon the results of a physical examination that includes drug and alcohol screening. Prior to employment, your fingerprints will be taken for a background check.

Please view the Glossary of Terms for definition of words used in the job announcement.

In this Bulletin Supplement, you will find the following information:

Applying for Open Positions

- ▶ [Submit Resume by Email](#)
- ▶ [Submit Resume by Mail](#)
- ▶ [Submit Resume In Person](#)
- ▶ [Submit Application In Person](#)
- ▶ [Apply by Telephone](#)
- ▶ [Apply by Examination](#)

[Appendix – Glossary of Terms](#)

Visit our Miami-Dade County web portal at www.miamidade.gov for more information regarding County job opportunities, employee benefits, training, payroll, compensation (job descriptions and pay plans), disability, and retirement simply by clicking on the [employee](#) section. You can search for County jobs and find instructions to apply at www.jobs.miamidade.gov. Visitors to this site are encouraged to take advantage of our services, which reflect our philosophy to deliver the highest quality of customer service that is attainable.

Submit Resume by Email

Unless otherwise indicated, **applicants must submit one (1) copy of their resume** indicating social security number (required), requisition number(s) and title of position(s) by the closing date to resumes@miamidade.gov.

Applicants should indicate all computer skills and education on the resume. Applicants must submit required documents such as **degrees and/or official transcripts** indicating degree confirmation or required coursework, **licenses, certifications, test results, and/or permits** from an accredited or certified institution during the interview selection process.

Miami-Dade County utilizes a computerized resume processing system. Your resume will be scanned into a computer as an image. This information will be stored in our database and will be used for all positions for which you apply until you submit an updated resume. Your resume will remain in our database for a period of one (1) year. Please note that any resume updates or new resume submissions will supersede your previous resume in our database.

Resumes may be updated at any time to include any address, education, work experience, name changes, etc., by submitting an updated copy of the resume.

► How to Complete your Resume - (For "Must Submit Resume Positions" Only)

The following information will assist you in preparing a "scannable" resume:

- Use size 10 or 12 basic type.
- Use standard fonts and crisp, dark type.
- Include your name, address, telephone number(s), and social security number (required) at the top of the first page and your name only on any subsequent pages.
- Use a chronological format, listing most recent experience first.
- Include a summary of skills in the top portion of your resume. Be sure to include any computer skills.
- Use concrete words rather than vague, lengthy descriptions.
- Only **one** copy of your resume will be utilized for multiple positions. Ensure your resume is detailed enough to provide information about your training, education and experience that relates to **all** the positions for which you are applying.

How To Prepare Your Resume - (For "Must Submit Resume Positions" Only)

The following are recommendations, which will ensure efficient processing of your resume in our new, computerized recruitment system:

Do

- Submit an original resume with crisp, dark type.
- Use black ink on white 8 ½" X 11" paper printed on one side only.
- Provide a comprehensive description of your experience, education, knowledge, abilities, and/or skills. Preferably, resume will not exceed four pages.
- Be sure your resume is received by the closing date of the position. Resumes received **after** the closing date **will not** be considered.

Don't

- Make your resume two columns or look like a newspaper or newsletter.
- Submit degrees, licenses, references, certifications, test results, permits, transcripts, etc. unless specifically requested in the job announcement.
- Use italics, underlines, bullets, shadows, or reverse types.
- Use vertical/horizontal lines, graphics, or boxes.

E-mail Resume Instructions (For "Must Submit Resume Positions" Only)

- ▶ Resume must be sent as an attachment to the e-mail and conform to our E-mail Submittal Instructions.
- ▶ A Resume Submittal Form is **not** required for resumes sent by E-mail.
- ▶ Resume must be in a Microsoft Word or Text format.
- ▶ Resume(s) **not** received in a Microsoft Word or Text format **cannot** be opened and therefore **will not** be considered.
- ▶ Subject line should indicate your Name, **Social Security Number (required)**, Position Title(s) and Requisition Number(s). **If you are applying for multiple positions**, please indicate all Position Titles and Requisition Numbers for which you are applying in the Subject Line.
- ▶ **If you previously submitted a resume** in a Microsoft Word or Text format after June 19, 2000, you need not E-mail your resume again. Instead, please indicate your **Social Security Number (required)** and Position Title(s) and Requisition Number(s) for which you are applying in the Subject Line.
- ▶ Resume must be sent to resumes@miamidade.gov
- ▶ Resume must be received by the closing date. Resume(s) received **after** the closing date will not be considered.

Note: Please do not submit resumes for Must Apply In Person, Must Submit Resume, Must Take Examination, and Must Telephone positions.

- ▶ See Veteran's Preference information in the Glossary of Terms or General Employment Information (County's website only).
- ▶ See Examination for Qualifications in the Glossary of Terms or General Employment Information (County's website only).
- ▶ See Certifications, Licenses, Degrees, Official Transcripts, Required Coursework, Test Results, and/or Permits in the Glossary of Terms or General Employment Information (County's website only).

What happens when you apply for a Position by Resume?

Upon completion of the recruitment, all resumes will be forwarded to the hiring department for employment consideration. The hiring department will review all resumes and select applicants for interview. Upon the completion of the interview process, the Employee Relations Department will review the selected applicant's credentials and make a final eligibility determination based upon the minimum job qualifications. The hiring department will extend a job offer and once accepted, the normal hiring procedures will take place. Hiring departments are encouraged to provide a written notice to all who participated in the recruitment.

Submit Resume in Person or by Mail

Unless otherwise indicated, **applicants must submit one (1) copy of their resume** indicating social security number and a **Resume Submittal Form** indicating requisition number(s) and title of position(s) by the closing date to:

**Miami-Dade County
Employee Relations Department
Personnel Services Division
Center for Employment Application
140 West Flagler Street, Suite 105
Miami, Florida 33130**

Miami-Dade County utilizes a computerized resume processing system. Your resume will be scanned into a computer as an image. This information will be stored in our database and will be used for all positions for which you apply until you submit an updated resume. Your resume will remain in our database for a period of one (1) year. Please note that any resume updates or new resume submissions will supersede your previous resume in our database.

Resumes may be updated at any time to include any address, education, work experience, name changes, etc., by submitting an updated copy of the resume.

How to Complete your Resume - (For "Must Submit Resume Positions" Only)

Applicants will be able to apply for multiple positions with **only one (1)** copy of your resume and the Resume Submittal Form. Resume Submittal Forms are available at Miami-Dade County's Center for Employment Application, Miami-Dade County Public Libraries, Team Metro Regional Offices, individual County departments' personnel offices, or may be downloaded from the County's Job Announcement Web Site (www.jobs.miamidade.gov). If you cannot obtain a Resume Submittal Form, you must submit a letter reflecting the requisition number(s) and title of the position(s) for which you are applying.

If you are submitting your resume in person at the Center for Employment Application, there is a **Resume Drop Box** at the Center for Employment Application. Before depositing resume(s) or resume submittal form(s), please:

- ▶ Remove from envelopes, folders, binders, etc.
- ▶ Staple resume to a completed Resume Submittal Form.
- ▶ Date stamp resume(s) or Resume Submittal Form(s) on the reverse side.

The following information will assist you in preparing a "scannable" resume:

- ▶ Submit a Resume Submittal Form with your resume – Suggested maximum length: 4 pages.
- ▶ Submit single-sided originals on clean, white paper.
 - ▶ Use size 10 or 12 basic type.
 - ▶ Use standard fonts and crisp, dark type.
- ▶ Include your name, address, telephone number(s), and **social security number (required)** at the top of the first page and your name only on any subsequent pages.
- ▶ Use a chronological format, listing most recent experience first.
- ▶ Include a summary of skills in the top portion of your resume. Be sure to include any computer skills.
- ▶ Use concrete words rather than vague, lengthy descriptions.
- ▶ Only **one** copy of your resume will be utilized for multiple positions. Ensure your resume is detailed enough to provide information about your training, education and experience that relates to **all** the positions for which you are applying.
- ▶ Staple the Resume Submittal Form to your resume.

How To Prepare Your Resume - (For "Must Submit Resume Positions" Only)

The following are recommendations, which will ensure efficient processing of your resume in our computerized recruitment system:

Do

- ▶ Submit an original resume with crisp, dark type.
- ▶ Use black ink on white 8 ½" X 11" paper printed on one side only.
- ▶ Provide a comprehensive detailing of your experience, education, knowledge, abilities, and/or skills on your resume. Preferably, resume will not exceed four pages.
- ▶ Be sure your resume is received by the closing date of the position. Resumes received **after** the closing date **will not** be considered.

Don't

- ▶ Make your resume two columns or look like a newspaper or newsletter.
 - ▶ Submit degrees, licenses, references, certifications, test results, permits, transcripts, etc. unless specifically requested in the job announcement.
 - ▶ Use italics, underlines, bullets, shadows, or reverse types.
 - ▶ Use vertical/horizontal lines, graphics, or boxes.
-
- ▶ **See Veteran's Preference information in the Glossary of Terms or General Employment Information (County's website only).**
 - ▶ **See Examination for Qualifications in the Glossary of Terms or General Employment Information (County's website only).**
 - ▶ **See Certifications, Licenses, Degrees, Official Transcripts, Required Coursework, Test Results, and/or Permits in the Glossary of Terms or General Employment Information (County's website only).**

What happens when you apply for a Position by Resume?

Upon completion of the recruitment, all resumes will be forwarded to the hiring department for employment consideration. The hiring department will review all resumes and select applicants for interview. Upon the completion of the interview process, the Employee Relations Department will review the selected applicant's credentials and make a final eligibility determination based upon the minimum job qualifications. The hiring department will extend a job offer and once accepted, the normal hiring procedures will take place. Hiring departments are encouraged to provide a written notice to all who participated in the recruitment.

Resume Submittal Form - (For "Must Submit Resume Positions" Only)

Resume Submittal Instructions: Your resume will be scanned by a computerized resume processing system. **Effective June 19, 2000, only one (1) copy of your resume is needed regardless of the number of Resume positions for which you are applying.** This form may be used to apply for multiple positions. Please indicate the Requisition number(s) and title(s) for which you are applying. Your resume will be linked to the requisition number(s) and title(s) you identify below. Please refer to the new resume application instructions for information on how to prepare a "scannable" resume.

Have you submitted a resume **after June 18, 2000**? Yes _____ No _____ If yes, you **need not** resubmit your resume, **unless** you are updating your current resume on file. If not, a copy of your resume must be attached to this form in order to be considered for the any of the following position(s).

Requisition Number(s) and Title(s) For Which You Are Applying:

1. Requisition # _____ Title: _____
2. Requisition # _____ Title: _____
3. Requisition # _____ Title: _____
4. Requisition # _____ Title: _____
5. Requisition # _____ Title: _____

Social Security Number _____ - _____ - _____ **(Required)**

Last Name _____ **First Name** _____ **Middle Initial** _____

Street Number And Street Address _____ **Building #** _____ **Apartment #** _____

City _____ **State** _____ **Zip Code** _____

(_____) _____ **Home Phone Number** (_____) _____ **Daytime Phone Number**

Applicant's Signature _____ **Date** _____

-----**FOR OFFICE USE ONLY**-----

Employment Opportunities
Miami-Dade County, Florida

miamidade.gov

Center For Employment Application
140 West Flagler Street, Suite 105
Miami, FL 33130

Last Update December 30, 2002
Page 7



Office Hours 8:30 am - 4:00 pm
Monday – Friday, excluding holidays
Job Hotline: (305) 375-1871

Form Processed By: _____

Date: _____

Submit Application In Person

Unless otherwise indicated, **applicants must apply in person between the hours of 8:30 am and 4:00 pm**, complete an employment application and provide required documents at the:

**Miami-Dade County
Employee Relations Department
Personnel Services Division
Center for Employment Application
140 West Flagler Street, Suite 105
Miami, Florida 33130**

- ▶ Miami-Dade County Employees may apply Monday through Friday.
- ▶ Applicants not currently employed by Miami-Dade County may apply Tuesday through Friday.
- ▶ Employment applications are available online at www.co.miami-dade.fl.us/emprel
- ▶ Police Officer applications are available online at www.co.miami-dade.fl.us/emprel/police.pdf

- ▶ **See Veteran's Preference information in the Glossary of Terms or General Employment Information (County's website only).**

- ▶ **See Examination for Qualifications in the Glossary of Terms or General Employment Information (County's website only).**

- ▶ **See Certifications, Licenses, Degrees, Official Transcripts, Required Coursework, Test Results, and/or Permits in the Glossary of Terms or General Employment Information (County's website only).**

What happens when you submit an Application In Person?

Upon completion of the recruitment, all names of qualified applicants will be forwarded to the hiring department for employment consideration. The hiring department will review the names of qualified applicants, may review their employment applications and select applicants for interview. Upon the completion of the interview process, the hiring department will extend a job offer and once accepted, the normal hiring procedures will take place. Hiring departments are encouraged to provide a written notice to all who participated in the recruitment.

Apply By Telephone

Applicants **must telephone the person** indicated on the announcement by the closing date. For the Park and Recreation Department, interviews are scheduled on a first come first served basis and those applicants who are not immediately interviewed will be maintained on a list for future vacancies. Qualified applicants will be scheduled for a written examination. Please **do not submit resumes** for these positions.

- ▶ See Veteran's Preference information in the Glossary of Terms or General Employment Information (County's website only).
- ▶ See Examination for Qualifications in the Glossary of Terms or General Employment Information (County's website only).
- ▶ See Certifications, Licenses, Degrees, Official Transcripts, Required Coursework, Test Results, and/or Permits in the Glossary of Terms or General Employment Information (County's website only).

What happens when you apply for a Position by Telephone?

Upon completion of the recruitment, the hiring department will review all employment applications or resumes and select applicants for interview. Upon the completion of the interview process, the Employee Relations Department may review the selected applicant's credentials and make a final eligibility determination based upon the minimum job qualifications. The hiring department will extend a job offer and once accepted, the normal hiring procedures will take place. Hiring departments are encouraged to provide a written notice to all who participated in the recruitment.

Apply by Examination

Applicants **must apply in person** to complete an employment application and present all required documents such as required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution at the address indicated by the closing date. Qualified applicants will be scheduled for a written examination. Please **do not submit resumes** for these positions.

- ▶ See Veteran's Preference information in the Glossary of Terms or General Employment Information (County's website only).
- ▶ See Examination for Qualifications in the Glossary of Terms or General Employment Information (County's website only).
- ▶ See Certifications, Licenses, Degrees, Official Transcripts, Required Coursework, Test Results, and/or Permits in the Glossary of Terms or General Employment Information (County's website only).

What happens when you apply for a Position by Examination?

Once an employee has qualified on a promotional written examination, the name is placed on an eligible list for a period of a minimum of one year. The names are ranked in score order. Miami-Dade County utilizes the Rule Of Four. The number of names referred to the requesting department is determined by the number of vacancies from a requisition. The number of vacancies plus three. The requesting department must hire from that group of available candidates. The department contacts the candidates directly. The process may vary but typically a structure interview is held.

Once an applicant has qualified on an open-competitive written examination, the name is placed on an eligible list for a period of a minimum of one year. The names may be ranked in score order or may be listed as either qualified or did not qualify. The hiring department may request the entire list of qualified applicants and contact the applicants directly for further instructions when they are ready to begin their hiring process. The process may vary from a single structured interview to a series of steps, which may include but are not limited to, a background check, Driver license check, psychological, performance evaluation, physical ability test, polygraph, and assessment center evaluation, depending on the position.

Appendix- Glossary of Terms (Listed alphabetically)

Application Dates: Recruitment Period.

- ▶ **Open Date:** Date recruitment opens.
- ▶ **Closing Date:** Date recruitment closes.

Application Types:

- ▶ **Must Apply In Person** - Unless otherwise indicated, applicants must apply in person at the Center for Employment Application located at 140 West Flagler Street, Suite 105, Miami, Florida. Please **do not** submit resumes for these positions. Employment applications from County employees are accepted Monday through Friday. Employment applications from applicants not currently employed by Miami-Dade County are accepted Tuesday through Friday. For the Park and Recreation Department, interviews are scheduled on a first come first served basis. Those applicants who are not immediately interviewed will be maintained on a list for future vacancies. Please **do not** submit resumes for these positions.
- ▶ **Must Submit Resume** - Unless otherwise indicated, applicants must submit one (1) copy of their resume indicating **social security number (required)** and a Resume Submittal Form indicating requisition number(s) and title of position(s) to the Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 by the closing date. Applicants should indicate all computer skills and education on the resume. Applicants must submit required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution during the interview selection process.
- ▶ **Must Take Examination** – Applicants must apply in person to complete an employment application and present all required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution at the address indicated by the closing date. Please **do not** submit resumes for these positions.
- ▶ **Must Telephone** - Applicants must telephone the person indicated by the closing date. For the Park and Recreation Department, interviews are scheduled on a first come first served basis. Those applicants who are not immediately interviewed will be maintained on a list for future vacancies. Please **do not** submit resumes for these positions.

Certifications, Licenses, Degrees, Official Transcripts, Required Coursework, Test Results, and/or Permits

- ▶ **For “Must Apply In Person”, “Must Take Examination” and “Must Telephone” positions**, unless otherwise indicated, applicants must present all required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution as indicated for each position **at the time of application**. Unless otherwise indicated, applicants must apply in person at the Miami-Dade County, Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 by the closing date. Applicants should indicate all computer skills and education on the employment application.
- ▶ **For “Must Submit Resume” positions**, unless otherwise indicated, applicants must provide required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution during the interview selection process.

Department - Name of the hiring department.

Examination for Qualifications - **Not required for all positions.** The job announcement will indicate what type (if any) testing is required.

Appendix- Glossary of Terms (Listed alphabetically) (continued)

- ▶ **Examination** is a written examination.
 - ▶ Written examination date may be scheduled at the time of application and administered at a later date.
 - ▶ Job announcement may state that applicants will be notified of the examination date by mail.
 - ▶ Job announcement may state the examination date, time and location.
 - ▶ For Promotional Examination positions, those applicants who have been determined not eligible to take the written examination will be notified.
- ▶ **Skills Test** is a typing skills test that may be administered the same day or at a later date as part of the application process. A minimum skills test score is required.

Federal Selective Service System: In accordance with Section 2-11.29 of the Miami-Dade County Code, all males from the ages of 18 through 25 are required to register with the Federal Selective Service System under the Military Service Act, 50 U.S.C. App. 453. Applicants must provide proof of registration within ninety (90) days of appointment. Registration with the Federal Selective Service System is a condition of continued employment.

Job Code - A number assigned that describes a particular job classification.

Job Information

- ▶ **Nature of Work** provides a general description of the job duties and responsibilities.
- ▶ **Minimum Qualifications** provide required experience and education that may include degrees, coursework, licenses, certificates, test results, permits, certifications, or other related documents required to perform the duties and responsibilities of the position and be eligible for employment consideration.
- ▶ **Job Preference** states the desired or preferred experience, education, knowledge, abilities, and skills.
- ▶ **Testing Information** states skills test and the written and other types of examinations to be administered, examination date, examination time, examination location, seniority points information for County Employees only, study material information, Veteran's Preference, Driver License information, and other related examination information.

Job Title – The Position Title.

Job Type

- ▶ **Part-Time** - A non-full-time position. Employees usually work various schedules throughout the year.
- ▶ **Full-Time** - A full-time classified position. Probationary periods vary between job classifications but do not exceed one year.

Notes: The statement "**This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply.**" indicates that there may have been a change in the job announcement as it relates to the closing date, minimum qualifications, job preferences, job location, salary information, or other related information. The applicants who previously applied for the position under the advertised requisition number will be given employment consideration and are not required to reapply.

Position Status

- ▶ **Seasonal** - A non-career service position for only certain periods of the year (i.e. summer help).
- ▶ **Exempt** - Full-time permanent positions exempted from the classified (civil) service by Section 2-41 of the Miami-Dade County Code.
- ▶ **Substitute** - A full-time appointment. Employees assigned to this status are replacing a full-time employee who is unable to be on the job.
- ▶ **Permanent** - A regular-budgeted position.
- ▶ **Trainee** - A full-time appointment for an applicant that has not met all the job qualifications of the specified job.

- ▶ **Temporary** - A position of temporary nature (non-career service). Appointment is not to exceed six (6) months in any one year unless approved by the Employee Relations Department.

Appendix- Glossary of Terms (Listed alphabetically) (continued)

Positions Requiring A Commercial Driver License: As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form. The signing of the release form authorizes previous employers to provide to Miami-Dade County information regarding positive controlled substance test results, alcohol test results of 0.04 or greater, and/or refusals to be tested for alcohol/controlled substances. Additionally, if one of the above occurred in prior employment, proof of negative retest, documented evaluations by a substance abuse professional, and proof of rehabilitation will be required. This information is limited to two years preceding the date of inquiry.

Qualified Applicants With Disabilities: Qualified persons with disabilities can request assistance with the employment application, examination, or interview process to include sign language translation by calling (305) 375-5876. Text Telephone (TTY) users seeking assistance may call (305) 375-5645, or use the Florida Relay Center at 1-800-955-1339 (TTY ASCII) or 1-800-955-8771 (TTY Baudot).

Requisition # - A number indicating an approved job vacancy.

Residency Requirement: In accordance with the provisions of Section 2-11.17 of the Code of Miami-Dade County, applicants must agree to establish and maintain permanent residence in Miami-Dade County within six (6) months of employment from the original appointment date for those positions without a probationary period by the County or within three (3) months of completing the required probationary period from the original appointment date. Miami-Dade County's hiring decisions are contingent upon the results of a physical examination to include alcohol and drug screening. **Note:** The Building Department is authorized to hire plans processors and building inspectors in all trades who reside in Broward County. New employees in these job classifications will not be required to move to Miami-Dade County.

Salary Basis (Annual/Bi-Weekly/Hourly)

- ▶ **Annually** – Annual salary earning.
- ▶ **Bi-weekly** – Bi-weekly salary, that occurs every two weeks.
- ▶ **Hourly** – Hourly rate.

Salary Information

- ▶ Entry Salary: Starting salary for the position.
- ▶ Salary Maximum: Ending salary for the position.
- ▶ All applicants are appointed at the entry salary, unless specifically noted in the job announcement.

Veterans' Preference: Applicants requesting Veteran's Preference must submit Veteran's Preference documents and complete a Veteran's Preference Claim Form **at the time of application**. Preference will be given to veterans and spouses of veterans when applicable. Those claiming this preference must submit **at the time of application** documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility must include wartime dates of service and an "honorable" discharge. In addition to the DD214 (Member-4), Certificate of Discharge, or Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability.

Who Can Apply?

- ▶ **County Employees Only** – Job vacancies available to County employees only.
- ▶ **Open to the Public** - Job vacancies available to County employees and non-County employees.

Center For Employment Application
140 West Flagler Street, Suite 105
Miami, FL 33130

Last Update December 30, 2002
Page 14

Office Hours 8:30 am - 4:00 pm
Monday – Friday, excluding holidays
Job Hotline: (305) 375-1871

Work Location - Area location of the job (i.e. Northwest, South LeJeune Road, Downtown).